Workday Reporting Crosswalk

Absence and Time Tracking

Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	New Workday Reports	Description
13-week Wage Statement for Worker's Comp	13-week Wage Statement for Worker's Comp	This report returns payroll data on an employee based on prompted values. Report runs for a single employee based on Employee ID for multiple pay periods.
Accrued Leave and Liabilities Report	Accrued Leave and Liabilities	This report allows you to see banked leave totals for Sick and Vacation, with calculations made showing a Liability amount, using Hours*Rate of pay.
Employees eligible to convert sick leave to vacation	Employees Eligible to Convert Sick Leave to Vacation	This is a 'real time' report that shows all workers with at least 240 hours sick leave balance who also have a Vacation balance that is not equal to their Vacation ceiling amount.
FMLA leave	Workers on Leave	Shows total FMLA hours by individuals.
Leave Codes	Leave Code	View all workers on leave within selected organizations, by leave type, and over a specified date range. Includes the current Medical and Dental Election Data for Worker.
Leave/Comp Time Balance Report	Time Off Balances for Workers (Vacation, Sick, Comp, Hol Comp and Banked Holiday) Time Off Balances Lookup Time Off Balances and Liability by Organization	Returns time off balances for Vacation, Sick, Comp, Hol Comp and Banked Holiday Time Off.
Overtime Hours and Pay by pay period	Overtime Hours and Pay by Period Overtime and Regular Hours and Pay by Period	Sums up Overtime and Regular hours and Overtime and Regular pay amounts for workers for the prompted beginning and ending period dates.
Time report summary fiscal year to date	Time Report Summary FYTD - Comp, Hol Comp and Banked Holiday Payouts	This is a report of Lump sum payout hours by Fiscal year for only these hours: Compensatory, Holiday Comp and Banked Holiday. Banked leave hours used 'in lieu of working' are not included in report totals.
Year to Date overtime report	FYTD Overtime Hours and Pay by Period	Important: Because of the mid-year Go-Live date in Workday, Fiscal YTD totals on all reports will not be correct for FY 2022. This is a year 1 implementation issue only. It is recommended that Depts use the I/3 Data Warehouse to get FYTD 2022 totals from HRIS thru PP 9/3 - 9/16/21. Then users can run Workday Salary Expense by PP reports for each pay period to enter those amounts into the spreadsheets, to manually accumulate the FYTD 2022 totals.
N/A	Accrual and Time Off Adjustments/Overrides Audit	View accrual and time off adjustments and overrides for one or more organizations within a specified period of time to find out what overrides and adjustments you have made. Leave one or both dates blank to perform an open-ended search. This report lists all adjustments/overrides that are applicable within the Time Off Plan Periods derived based on the specified date range. Additional details include unit of time, adjustment indicator, and reference date. Required prompt: Organizations Optional prompts: Include Subordinate Organizations, Include Manager, Start Date, End Date
N/A	Active Employees Missing a Work Shift	Returns employees that are eligible for time tracking based on having an assigned time entry template, but have no work shift.
N/A	Alert - Workers with Time Submitted but not Approved	Returns all workers with time blocks that have been submitted but not yet approved within prompt dates.
N/A	Balance Overrides Audit - Copy	View accrual and time off adjustments and overrides for one or more organizations within a specified period of time to find out what overrides and adjustments you have made. Leave one or both dates blank to perform an open-ended search. This report lists all adjustments/overrides that are applicable within the Time Off Plan Periods derived based on the specified date range. Additional details include unit of time, adjustment indicator, and reference date. Required prompt: Organizations Optional prompts: Include Subordinate Organizations, Include Manager, Start Date, End Date
N/A	Delete Time Blocks	This report is used by Timekeepers and Time Tracking Admins to query for time blocks that need to be deleted and returns the reference IDs for use in an EIB.

N/A	DPS Time Blocks with a Case Number	Returns every time block where the Work Reporting Code worktag includes a case number. For DPS use only.
N/A	Earnings Used With Time Tracking (Payroll)	Report Returns Time Tracking Calculations that apply to each Earning.
N/A	Employees on 100% Leave	Returns employees who do not have any hours worked during the pay period dates specified. It will show employees who only have paid and/or unpaid time off hours during the pay period.
N/A	Employees with Hours Including Time Off Exceeding Scheduled	Report to list all employees with entered time and time off, exceeding their default weekly hours by selected pay period. Prompts for Pay Period
N/A	Equalization and Pick Days Balances	This report is only applicable for the Department of Public Safety.
N/A	Equalization Days	This report is only applicable for the Department of Public Safety.
N/A	Equalization Hours	This report is only applicable for the Department of Public Safety. This report displays Trooper Equalization balances based on hours calculated in Time Tracking as Equalization Hours that have been approved, and fall within the start and end dates (if populated).
N/A	Find a Work Schedule	This report will be run by employees to help them find the name of an existing work schedule calendar that fits prompt criteria.
N/A	Find Employees with Time Off or Worked Time	This report has several different prompts that can be completed to filter on employees who meet the criteria specified. Prompts available include Company, Pay Rate Type, Worker (if the user only wants to run the report for a specific worker(s)), Job Profile, Work Shift, Worked Time Greater Than <number of hours>, Paid Time Off Hours Greater Than <number specified>, and Unpaid Time Off Hours Greater Than <number specified>. Results will be returned for the time period specified. Columns returned on the report include Worker, Company, Job Profile, Work Shift, Costing, FTE%, Scheduled Hours, Paid Time Off (hours), Paid Time Off Entries, Unpaid Time Off (hours), and Unpaid Time Off Entries.
N/A	Find Payroll Input by Period	Returns Payroll Input based on the filter criteria.
N/A	Find Reported or Calculated Time Blocks	Extract report - Includes all Time Blocks (Including Deletions) from prompted Worker, Organization and Date Range.
N/A	Find Reported or Calculated Time Blocks - CopyEM	Extract report - Includes all Time Blocks (Including Deletions) from prompted Worker, Organization and Date Range.
N/A	Find Reported Time Blocks	Extract report - Includes all Time Blocks (Including Deletions) from prompted Worker, Organization and Date Range.
N/A	Find Time Off Balances	Will return balances as of the current date for the organization and time off plan(s) specified.
N/A	FMLA Outstanding CHCP Forms	This report shows employees that have requested a leave and received a CHCP, but have not returned the CHCP.
N/A	Forfeited Compensatory Hours	Report returns accruals from time tracking in excess of the time off plan's upper limit.
N/A	Holidays During Leave	Returns workers who are on leave during a specified time period and lists any holidays during the period. This will primarily be used by the DAS Leave Management team to ensure hours are recorded correctly for the holiday (e.g. if the employee is on FMLA leave, that the holiday hours count as FMLA used, if applicable).
N/A	Military Hours Report	Returns workers who have used paid or unpaid military hours during the calendar year. Will show military hours used during the time period specified in addition to year-to-date totals, as well as leave information if the employee is currently on a leave of absence.
N/A	Missing Work Schedule Assignment Audit	Returns active workers eligible for time tracking based on a time template assignment, but missing a work schedule calendar effective as of the report run date.
N/A	My Standard Sick Accrual Rate as of Today	Report returns the Sick Accrual Rate assuming the employee has no cause for proration, as of the date the report is run. It is accessible through the Employee Self Service Absence worklet.
N/A	My Standard Vacation Accrual Rate as of Today	Report returns the Vacation Accrual Rate assuming the employee has no cause for proration, as of the date the report is run. It is accessible through the Employee Self Service Absence worklet.
N/A	My Team's Calculated Time	Displays the reported time block hours for the employees in a supervisory organization. By default, the report displays reported time from the manager's first day to the last day of the current week. Splits hours into various buckets.
N/A	My Vacation Ceiling	Report runs for the current user only. Tracks where they stand in terms of their vacation balance capacity. Also track Sick Conversion Balance.
N/A	Run Time Calculations for a Date Range - Additional Filters	Used to select workers to kick off time calculations to have Workday create system generated time blocks such as Paid Holiday for salaried workers.

N/A	Seasonal and Temporary Workers with 700+ Hours (Time Blocks)	Report Returns any Seasonal and Temporary Employees that have greater than 700 Total Hours within the prompted date range.
N/A	Sick Conversion Accrual Mismatch Report	This report will return data elements related to employee-elected sick conversion. If all 3 accruals associated with conversion do not fire at the same time, then the employee will return on this report.
N/A	Sick Conversion Accrual Mismatch Report - CopyEM	This report will return data elements related to employee-elected sick conversion. If all 3 accruals associated with conversion do not fire at the same time, then the employee will return on this report.
N/A	Sick Conversion Audit	Report returns various components of employee time off data that drive conversion eligibility. It can be used to evaluate whether or not Workday calculated conversion in a particular period.
N/A	SPOC - Paid Injury Leave	This report is only applicable for the Departments of Public Safety and Natural Resources.
N/A	Standard Sick Accrual Rates - Prompts	Report returns the Sick Accrual Band for Worker.
N/A	Standard Sick Accrual Rates by Company	Report returns the Sick Accrual Band for Worker. Use Prompts version to test. Use this version to return all active workers.
N/A	Standard Vacation Accrual Rates - Prompts	Report returns the Vacation Accrual Band for Worker.
N/A	Standard Vacation Accrual Rates by Company	Report returns the Vacation Accrual Band for Worker.
N/A	Time Audit: Employees with 0 (zero) Timesheet Hours	Returns workers with zero hours entered on the Time Entry Calendar.
N/A	Time Audit: Mass Advanced Time Blocks	Will show time blocks that were mass advanced for a supervisory org during a specified time period.
N/A	Time Audit: Retro Time Blocks Not Approved Prior to Date	Returns all workers with time blocks that are not yet approved prior to the prompt date. Intended to be used to find time blocks that are not ready for retro payroll because they are not approved, but need to be addressed by advancing to approved status for retro payroll, or by removing the update/time block.
N/A	Time Audit: Retro Time Offs Not Approved Prior to Date	Returns all workers with time off requests that are not yet approved prior to the prompt date. Intended to be used to find time offs that are not ready for retro payroll because they are not approved, but need to be addressed by advancing to approved status for retro payroll, or by removing the update.
N/A	Time Audit: Terminated Workers with Time Blocks Not Submitted or Approved	Returns all workers with time blocks that have been entered but not yet submitted and/or approved and have a termination date with the prompt dates.
N/A	Time Audit: Timesheet Status for a Period	Displays the status of employee's timesheet.
N/A	Time Audit: Workers Missing a Time Template	This report returns any worker that is eligible for time tracking based on the Time Period Schedule rule but is missing a Time Template.
N/A	Time Audit: Workers with Time Entered but not Submitted	Returns all workers with time blocks that have been entered but not yet submitted within prompt dates.
N/A	Time Off Audit: Time Offs Submitted but Not Approved	View all the approved, pending, and denied time off requests for your workers to track the history and status of all time off requests. Leave one or both dates blank to perform an open-ended search. The report lists worker time off for one or more organizations where the worker's Time Off Date falls on or within the specified date range. Additional details include time off type, dates entered and approved, date off, and hours. Enables you to perform related actions to manage time off and leave for individual workers. Required prompt: Organizations Optional prompts: Include Subordinate Organizations, Start Date, End Date
N/A	Time Off Balances Lookup	Returns vacation and sick absence balances between the prompted range for an organization.
N/A	Time Off Taken by Department Directors	Report displays all workers within the prompted Organization and Pay Period that have a completed time offs.
N/A	Time Off Taken by Type and Organization	Returns a list of time off events between prompt dates and time off prompt filter.
N/A	Time Off Taken Totals by Pay Period	Report displays all workers within the prompted Organization and Pay Period that have a completed time offs.
N/A	Timesheet and Time Off Hours Less Than Scheduled Hours	Returns workers who have total hours (worked hours plus time off) less than scheduled hours.
N/A	Unpaid Time Off - No Leave	Returns workers who have unpaid time off during the period specified, but are not on a leave of absence.
N/A	Update Time Blocks - Formatted for EIB	This report is used by Timekeepers and Time Tracking Admins to query for time blocks that need to be deleted and returns the reference IDs for use in an EIB.

N/A	Vacation Ceiling by Organization	Report runs for prompted organization(s). Tracks where they stand in terms of their vacation balance capacity and includes sick conversion that has increased the vacation ceiling.
N/A	Vacation Ceiling for Worker	Report runs for prompted worker only. Tracks where they stand in terms of their vacation balance capacity. Also track Sick Conversion Balance.
N/A	Vacation Ceiling for Workers I Support	Report Returns Vacation Ceilings calculated for workers the user supports. Similar Report exists for DOT tenant.
N/A	Vacation Retention	Returns all workers who are on a leave of absence. The Fiscal Year field must be completed to return results in the Vacation Retention columns. Can filter on the Hours to Retain column (Filter Condition <> [blank]) to see the workers who have made elections.
N/A	Work Reporting Code Employees based on Department Code	This report will return all time tracking eligible employees that are assigned an I3 Org String that is set up for Worker Reporting.
N/A	Work Reporting Code I3 Dept Code vs. Time Template Audit	This report returns workers where the I3 Org Dept Code doesn't align with their assigned time entry template based on the work reporting code design. The logic will return the worker on the report if… -The worker's I3 Org Dept Code is included in work reporting agencies, but the worker's assigned time entry template is not set up with the work reporting code worktag. OR -The worker's time entry template is set up to allow for work reporting code worktags, but their assigned I3 Org is not included as a work reporting agency.
N/A	Work Schedule Assignments	Returns all work schedule assignments for workers in a company or supervisory organization, and/or job profile.
N/A	Work Shift Compensation Audit	Reports returns any Employees (Active) that have conflicting Worker Shift and Compensation Assignments Plans.
N/A	Hours for Workers on a Paid Leave of Absence	Returns workers who are on a paid leave of absence (leave details are included on the report) and provides a summary of their hours for the selected period (hours worked, paid time off, and total hours). Can be used to validate that a worker is being paid the correct number of hours and may help identify those workers who need to be changed to an unpaid leave of absence.
N/A	Workers on an Unpaid Leave with Paid Time Off Hours	Returns workers who are on an unpaid leave of absence, but have paid time off hours entered for the period. Workers on an unpaid leave should not have any paid time off hours; if a worker is listed on the report the leave type may need updating/correcting, or the paid time off hours should be removed.

Benefits

Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	New Workday Reports	Description
N/A	Active and Completed Open Enrollment Status Report	This report shows active Events and completed Events.
N/A	Job Change Benefit Event Helper	This report is used to help determine which Enrollment Event should be kicked off due to a Job Change for a Worker (i.e. moving from Part Time to Full Time).
N/A	Open Enrollment Status Report	This report shows status of Open Enrollment.

HCM/Compensation

Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	New Workday Reports	Description
Average Salaries For Exec Branch Classes - Class Sets	Average Salaries For Exec Branch Classes - Class Sets	This report is used to view the average, actual low, and actual high salary by job classification title. This is for full-time, permanent positions only, and is used in salary survey responses for Executive Branch only. Uses Class Sets Substring instead of Job Profile.
N/A	All Workers - Compensation Base Pay Segment	Report returns Base Pay Segment information for prompted worker.
N/A	DAS-SAE SLIP Rehire Report	Run this report to find all SLIP Retirees who have been hired into any position in Centralized Payroll.
N/A	Deceased Employee List	Report only returns deceased workers with a Date of Death within the prompted date range.
N/A	IPPE Due within 60 Days	Gets employees with IPPE's due in 60 days. Employee, location, hire date, last IPPE completed date, and projected due date for next review.
N/A	PCP Custom Object Details	Report returns workers with PCP information.
N/A	Position Reclassifications	Reports shows Positions that have been reclassified during a specific time period.
N/A	Position Restrictions vs Worker Details	Report returns Position Restriction and Worker data for a number of fields and compares for inconsistencies.

N/A	Service Awards	This report pulls in all employees within a prompted date range that have Service Dates Anniversaries in intervals of 5 years. ie; Any workers with 5, 10, 15 (etc) Year Anniversaries occurring.
N/A	SPOC Dates Custom Object Details	Report returns workers with SPOC Date information
N/A	View All Positions	The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available.
N/A	Worker Custom Organization Details by Supervisory Organization	Report is essentially an extract of workers with their corresponding Custom Organization Assignments. Prompt for Worker or Company.
Travel Expense Reimbursement		
Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	**New Workday Reports**	**Description**
Draft and Pending report	Find Expense Reports or Find Spend Authorizations	The legacy report shows the status of TDAs and TPs in I/3. The Workday report shows the same - approved, drafted, and pending Expense Reports or Spend Authorizations
Outstanding Travel Authorizations	Find Spend Authorizations	This report returns TDAs, also known as Spend Authorizations in Workday. The legacy report will still be available in I/3 for Phase 1.
Taxable Meals by Department	Taxable Travel Results by Pay Period	This report returns Taxable Meals by Department, and will still be available in I/3 for Phase 1. The new Workday report is a broader report that shows more than just meals.
Taxable Meals by Employee	Taxable Travel Results by Pay Period	This report returns Taxable Meals by Employees, and will still be available in I/3 for Phase 1. The new Workday report is a broader report that shows more than just meals.
N/A	Average Expense Cycle Times	This report details the average expense processing times for approval and payment in days by cost center. This report requires prompts for Company as well as From and To Expense Report Approval dates.
N/A	Average Expense Report Total	This report details the average total expense amount for approved expense reports by cost center. This report requires prompts for Company, From and To Expense Report Approval dates and reporting currency.
N/A	Credit Card Personal Charges	List expense report lines or line itemizations that are credit card charges and identified as a personal expense. Required prompt: Company, Expense Report Date From / To Optional prompt: Worker, Expense Item, Expense Report Status, Expense Report Payment Status
N/A	Credit Card Transactions Not Expensed	This report returns a list of credit card transactions with a status of new that have been loaded, but not added to an expense report. This report accesses the Credit Card Transactions (Indexed) report data source and uses the Credit Card Transactions for Company report data source filter. Required prompts: Company, Date Loaded From / To Optional prompts: Corporate Credit Card Account, Expense Payee
N/A	Expense Audit Work Area	Gain visibility into expenses by reporting category and payment category. Drill down to multi-dimensional details from reports and graphs to analyze spend. Required prompt: Company Optional prompt: Report Date From / To, Expense Report Status, Expense Report Payment Status, Display Attendees not listed, Display Credit Card Personal Charges, Display Maximum Allowed Amount Exceeded, Display Missing Receipts, Display Out of Pocket Expenses, Display Expenses with VAT Amount Recorded, Display Expense Amounts by Payment Category Chart
N/A	Expense Item Trend	This report details expense item trend by calendar quarter based on accounting date of the expense line. This report requires prompts for Company, From and To accounting dates, and reporting currency. To change the trending periods to fiscal periods, use calculated fields with the Format Date function for Fiscal Year and Period.
N/A	Expense Outstanding Balance	Find negative reimbursable expense reports with outstanding balances matching the criteria specified. Check expense report statuses or perform related actions such as change, copy, cancel, or pay; depending on the status.
N/A	Expense Report Lifecycle	Identify milestone dates for expense reports that includes the expense report date, submitted date, approved date, payment date, and accounting date. Required prompt: Company, Expense Report Date From / To Optional prompt: Worker, Expense Report Status, Expense Report Payment Status

N/A	Expense Report Line Exceptions	The expense report line exceptions report details the count of expense lines and amounts by supervisory organization that are exceptions to the expense items and thresholds defined in the prompts for hotels, meals and airfare for the specified time period based on the expense report accounting date. This report has required prompts for company, time period, period, hotel items and threshold, meal items and threshold and airfare items and threshold. This report evaluates the thresholds set against the line amount in base currency.
N/A	Expense Report Work Area	This dedicated work area enables you to view and manage high volume expense reports awaiting your review and approval. You can view additional expense report details such as the expense report company, amounts, totals, and if there are billable lines.
N/A	Expense Reports Over Threshold	This report charts the total of expense reports that are over a given threshold for selected supervisory organizations for a given time period in company base currency. Required prompts: Company, Time Period, Period and Expense Report Threshold. Optional prompts: Supervisory Organization.
N/A	Expenses Exceeding Maximum Amount	List expense report lines or line itemizations that exceed the maximum allowed amount defined for the expense item. This excludes expense report lines or itemizations marked as personal. Required prompt: Company, Expense Report Date From / To Optional prompt: Worker, Expense Item, Expense Report Status, Expense Report Payment Status
N/A	Expenses for My Organizations	This report details the expenses for a manager's supervisory organizations trended by calendar period. The expense amounts are summarized by supervisory organization roll up. This report requires prompts for From and To accounting dates, and reporting currency. To change the trending periods to fiscal periods, use calculated fields with the Format Date function for Fiscal Year and Period. To change the manager role, modify the prompt and select a different role such as cost center manager or region manager.
N/A	Expenses Usage Details Report	This report provides Expense Reports that have been approved. You can specify the date ranges to narrow the Expense Reports returned
N/A	Expenses With Attendees	Retrieve expense report lines or expense itemizations where attendees are captured as an expense item attribute. Required prompt: Company, Expense Report Date From / To Optional prompt: Worker, Expense Item, Expense Report Status, Expense Report Payment Status
N/A	Expenses Without Receipt	Track expense report lines without Receipt Included flags checked that are not fixed amount items or electronically loaded credit card items. Also find expense report lines with Receipt Included flags checked, but the corresponding expense report does not include attachments. Required prompt: Company, Expense Report Date From / To Optional prompt: Worker, Expense Item, Expense Report Status, Expense Report Payment Status
N/A	Find Cardholder Listing Files	Review all cardholders listed and identify individual credit cards that could not be mapped to an employee. Required prompt: File Date On or After, File Date On or Before Optional prompt: Corporate Credit Card Accounts
N/A	Find Credit Card Transaction Files	References Credit Card Transaction Files Report Data Source. Returns one line for every credit card transaction file and is sorted by Usage, Corporate Credit Card Account, and File Date. Provides counts of total transactions loaded, and the number of transactions in new and in error status. It also includes the number of transactions that are missing merchants, cities, and suppliers. Required Prompts: None Optional Prompts: File Date on or After, File Date on or Before, Corporate Credit Card Accounts, and Usage. File date range has been defaulted to one month.
N/A	Find Credit Card Transactions	Access this report to find credit card transactions for all statuses. Required prompt: Company. Optional prompts include, Employee, Transaction Start/End Date, Billing Start/End Date, Payment Start/End Date, Transaction Status, Settlement Name, Expense Report Status, Usage Indicator, Credit Card Transaction Type, and more. This report accesses the Credit Card Transactions RDS (Indexed) and also uses the Credit Card Transactions for Company Report Data Source filter.

N/A	Find Credit Cards	Find credit card matching the criteria you specify. Required prompts: none Optional prompts: Worker Credit Card, Corporate Credit Card Account, Cardholder, Credit Card Type, Last 4 Digits of Credit Card Number, Account Status, Expiration Date After / Prior To, Usage
N/A	Find Expense Credit Card Payment Accounting to Fix	Report supports expense credit cards for workers. Transactions are linked to credit cards and accounting is generated. If there are not APR for a transaction setup, then ledger accounts accounting for this transaction will have to be fixed.
N/A	Find Expense Reports	Find expense reports matching the criteria you specify. Check expense report statuses or perform related actions such as change, copy, cancel, or pay; depending on the status of the report. Required prompt: Company Optional prompts: Pay To, Type, Report Date, Supplier for Contingent Worker, Corporate Credit Card Account, Document Number, Expense Report Status, Expense Report Worker Payment Status, Expense Report Credit Card Payment Status, Created by Worker, Created Date, Approval Date
N/A	Find My Team's Expense Reports	Find expense reports for members of your team. Details for each report include the expense report number, date, status, amount, currency, pay-to person type, and whether reports has been paid. Optional prompts: Pay To, Report Date, Document Number, Expense Report Status, Expense Report Worker Payment Status, Expense Report Credit Card Payment Status, Created Date, Approved Date
N/A	Find Spend Authorization Mass Close Requests	Accesses the Mass Close Spend Authorization as its primary object. Prompts user at run time for Company/Company Hierarchy of the Mass Close Spend Authorization update request. Returns all Mass Close Spend Authorization update requests which match the criteria for all document statuses (in progress, completed, cancelled, etc).
N/A	Find Spend Authorizations	Find spend authorization details, which include the authorized worker, company, currency. Also provides the expense report using this authorization, the authorization's spend date, creation date, and status. Required prompt: Company Optional prompts: Spend Authorization Worker, Spend Authorization Number, Spend Start Date on or After, Spend Start Date on or Before, Spend End Date on or After, Spend End Date on or Before, Created On or After, Created On or Before, Approved On or After, Approved On or Before
N/A	Find Travel Cities	Find and view travel cities and determine if they are in use. From here you can take a related action on an individual travel city. Available Prompts: One or more of Travel City Name, Travel Region, or Country. Optional Prompts: Inactive
N/A	Maintain Payment Elections	Create or review payment elections for payroll, expense, payroll interface, student payments, and student refund pay types. Use the Add, Edit, and Remove buttons to modify bank account information and payment elections. Required prompt: Person Optional prompt: none
N/A	My Expense Reports	View your expense reports with the date, status, amount, and other details. Perform related actions such as cancel, change, or copy an expense report. Required prompt: none Optional prompt: none
N/A	My Expense Transactions	View your credit card transactions. Details include status, date, transaction details and charge description, expense item, amount, currency, currency rate, and billing currency. From this report you can select a credit card transaction to edit allowed fields. Required prompt: none Optional prompts: Transaction Status, Transaction Date On or After / Before
N/A	My Spend Authorizations	Workers can view their spend authorizations in any status. From the report, workers can view, cancel, or change existing spend authorizations, and also create spend authorizations. Required prompt: none Optional prompt: none
N/A	No Expense Report Submitted	List workers who have not submitted expense reports within a specified time period, and display workers who do not have any expense reports with a submitted date in the reporting period range you specify. Required prompts: Reporting Period Start / End Date. Optional prompt: Company, Worker, Supervisory Organization, Project.

N/A	Out of Pocket Expenses	Display expense report lines that employees paid out-of-pocket that have reimbursable amounts owed. From here, access and modify expense reports. Required prompt: Company, Expense Report Date From / To. Optional prompt: Worker, Expense Item, Expense Report Status, Expense Report Payment Status.
N/A	Payment Election History	This advanced report enables you to view a worker's payment election history. The report uses the Payment Election Enrollment Events report data source.
N/A	QA - Role Based Security Assignments QA - User Security Assignments	Gives you a list of the individuals names in the assigned security roles.
N/A	Top Expense Items	View expense amount and corresponding percentage of total for top expense items for a company. Required prompts: Company, Accounting Date on or After / Before, Reporting Currency.
N/A	Top Expense Items With No Receipt	The top expense items with no receipt report charts the total expense line amount by item and quarter for all expense lines over the prompted threshold and do not have a receipt attached. Required Prompts: Company, Time Period, Period, and Threshold. Optional Prompt: Items.To change the report to fiscal quarter, copy the report and edit the column grouping field, Quarter, from Quarter-Year to Period Schedule Period End Date and select the appropriate fiscal schedule.
N/A	Trended Expense Line Exceptions	The trended expense line exceptions report charts the trending top expense items that are over a specified threshold by quarter. This report includes expense report lines with and without receipts. Required prompts: Company, Time Period, Period and Threshold. Optional prompt: Items.To change the report to fiscal quarter, copy the report and change the column grouping field, quarter, from Quarter-Year to Period Schedule Period End Date and select the appropriate fiscal schedule.
N/A	View My Guests	View guests listed as attendees on your expense reports. You can use this report to view and edit your guest names and create new guests. Required prompt: none Optional prompt: none
N/A	View Payment Elections	Create or review payment elections for payroll, expense, payroll interface, student payments, and student refund pay types. Required prompt: Person Optional prompt: none
N/A	View Travel Profile	Access worker travel preferences, vehicle information, and attached documents. Required prompt: Worker Optional prompt: none

HR-Payroll

Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	New Workday Reports	Description
13 week wage statement for Workers Comp	13-week Wage Statement for Workers Comp	This report returns payroll data on an employee based on prompted values. Report runs for a single employee based on Employee ID for multiple pay periods.
Accrued Leave and Liabilities	Accrued Leave and Liabilities	This report allows you to see banked leave totals for Sick and Vacation, with calculations made showing a Liability amount, using Hours*Rate of pay.
Building code	Building Code Extract Active Locations - Includes State	This report returns Worker and Organizational Details. Optional prompt for Location and/or Worker. Produces a count by Location of total Workers.
Employee Roster	Employee Roster Employee Directory by Company	This report returns employee specific data including home address and hire date. Enter prompt values for Employee Type and Terminated workers to filter results further.
Employees Eligible to Convert Sick Leave to Vacation	Employees Eligible to Convert Sick Leave to Vacation	This report pulls all workers with at least 240 hours in sick leave balance. Workers whose vacation balance is equal to vacation balance ceiling are excluded on this report.
FMLA Leave	N/A: please contact the Leave Managers/Absence functional team for information.	N/A: please contact the Leave Managers/Absence functional team for information.
Increase Eligibility and Performance Date	Employees with Allowances	Report returns workers with Next Increase Date information as well as Start and End Dates for the Most Recent Performance Review.

Insurance Deductions	Pay Register - Insurance Deductions by Pay Period	Report returns payroll results by Worker for a PP. Prompt for Company, Organization, Worker or Payroll Calculation as needed. Prompt for Company, Organization, Worker or Payroll Calculation as needed.
Leave Code	Leave Code	View all workers on leave within selected organizations, by leave type, and over a specified date range. Includes the current Medical and Dental Election Data for Worker.
Leave/Comp Time Balance Report	Time Off Balances for Workers (Vacation, Sick, Comp, Hol Comp and Banked Holiday) Time Off Balances Lookup Time Off Balances and Liability by Organization	Returns time off balances for Vacation, Sick, Comp, Hol Comp and Banked Holiday Time Off.
Managers Summary of Leave	Managers Summary of Leave	Report provides Sick, Vacation, Family and Military leave balances only. All banked leave balances are real time, as of the last Pay Period that was Completed. Report also includes Job profile, company and workers manager. Prompts for report are Company, Supervisory Org(s) or Worker.
OSHA 300A Report	OSHA 300A	This report is still in development and will be made available by January 2022.
Overtime Hours and Pay by Period	Overtime Hours and Pay by Period Overtime and Regular Hours and Pay by Period	Sums up Overtime and Regular hours and Overtime and Regular pay amounts for workers for the prompted beginning and ending period dates.
Pay and Expiration Dates	Employees with Allowances	View Employees by Supervisory Org who have Allowances set up.
Payroll Distributions & Bypassed (including GAAP report)	N/A: Costing Allocations happen on the front end, so no Payroll Distributions will occur in Workday	N/A: Costing Allocations happen on the front end, so no Payroll Distributions will occur in Workday
Payroll Journal	Payroll Journal & Certification	Report shows Grand Totals for each type of Pay and Deduction and State Share pay component. Run this by selecting a Pay Period and a Company. . Dept Directors will sign in the 1st Certification section only, to Certify totals for their Agency. The DAS Director will sign in both sections. Sign the 1st Certification section, to Certify totals for DAS. Then sign the 2nd Certification section, to Certify Grand totals for all Agencies.
Payroll Journal	Pay Register - Earnings, State Shares & Deductions by Worker by Pay Period	"Report returns payroll results by Worker for a Pay Period. Prompt for Company, Organization or Appropriation or Pay Cycle type as needed.."
Payroll Journal	Payroll Journal	Run this report by Pay Period to get Employee counts only. Counts are categorized by Full-time vs Part-time, using the new Workday Employee types that are listed in the report.
Payroll Journal - Cancels	Pay Register - Cancels by Pay Period	Report returns Cancelled Warrant pay information for the Pay Period selected. Prompt for Company, Organization, Worker or Payroll Calculation as needed.
Payroll Journal Deductions	Pay Register - Earnings, State Shares & Deductions by Worker by Pay Period	"Report returns payroll results by Worker for a Pay Period. Prompt for Company, Organization or Appropriation or Pay Cycle type as needed.."
Payroll Journal Deductions - All	Pay Register - Earnings, State Shares & Deductions by Worker by Pay Period	"Report returns payroll results by Worker for a Pay Period. Prompt for Company, Organization or Appropriation or Pay Cycle type as needed.."
Payroll Journal Deductions - Various	Pay Register - Rent Collections by Pay Period	Report returns payroll results by Worker for a Pay Period. Prompt for Company, Organization, Worker or Payroll Calculation as needed.
Payroll Trustee Transfer	N/A	There is no Workday report available to provide this data.
Payroll Warrant Issue Register	N/A	There is no Workday report available to provide this data.
Positions by Agency and Cost Center	Positions by Agency	Enter a Company to display a 'real time' report of Positions by staffing status. This report requires a Company prompt. Drill-down detail provides additional position information.
Span of Control	Span of Control	This customized Payroll Report lists all positions under the prompted Organization (Company) or Manager as of the run date of the report.
State Share and Total Cost	State Share and Total Cost - Totals by Pay Period	Report returns State Share Collections using the Pay Period date selected in report prompts. Total ER Shares, Gross Pay and Grand Totals are reported.

State Share and Total Cost	State Share and Total Cost - FYTD	Report returns State Share Collections using the Pay Period date selected in report prompts. Total ER Shares, Gross Pay and Grand Totals are reported. FYTD totals will be included if the PP end date falls prior to 06/30/xx. Important: Because of the mid-year Go-Live date in Workday, Fiscal YTD totals on all reports will not be correct for FY 2022. This is a year 1 implementation issue only. It is recommended that Depts use the I/3 Data Warehouse to get FYTD 2022 totals from HRIS thru PP 9/3 - 9/16/21. Then users can run Workday Salary Expense by PP reports for each pay period to enter those amounts into the spreadsheets, to manually accumulate the FYTD 2022 totals.
Table of Authorized Position	Table of Authorized Positions (Matrix)	Run this report by Company, to get 'real-time' information on Open and Filled Positions. Reporting on Positions cannot be provided on a retroactive basis.
Temporary Employees	Temporary Employees	Report returns all Active Temporary Employees and the worked hours from payroll results within the begin and end dates that are entered in Prompts.
Termination Report Terminations	Termination Report Termination Details Terminations by [xxx]	Report returns Termination Event data for Organizations within a Start and End Date window.
Time Report Summary FYTD	Time Report Summary FYTD - Comp, Hol Comp and Banked Holiday Payouts	Important: Because of the mid-year Go-Live date in Workday, Fiscal YTD totals on all reports will not be correct for FY 2022. This is a year 1 implementation issue only. It is recommended that Depts use the I/3 Data Warehouse to get FYTD 2022 totals from HRIS thru PP 9/3 - 9/16/21. Then users can run Workday Salary Expense by PP reports for each pay period to enter those amounts into the spreadsheets, to manually accumulate the FYTD 2022 totals.
Update Pay/Term Files with Travel Data	Taxable Travel Pay Results by Pay Period (aka Update Pay/Term Files with Travel Data)	View all Workers in a Company with Taxable Travel imputed income processed for a Pay Period.
YTD Overtime Report	FYTD Overtime Hours and Pay by Period	Important: Because of the mid-year Go-Live date in Workday, Fiscal YTD totals on all reports will not be correct for FY 2022. This is a year 1 implementation issue only. It is recommended that Depts use the I/3 Data Warehouse to get FYTD 2022 totals from HRIS thru PP 9/3 - 9/16/21. Then users can run Workday Salary Expense by PP reports for each pay period to enter those amounts into the spreadsheets, to manually accumulate the FYTD 2022 totals.
Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	**New Payroll Accounting Reports in Workday**	**Description**
N/A	Salary Expense by PP (Details by Acctg String) Phase 1	To reconcile I/3 postings for Payroll costs by Pay period.
N/A	Salary Expense by PP (Details by Employee) Phase 1	To reconcile I/3 postings for Payroll costs by Pay period. Max limit is 10,000 lines of output in this report. For larger depts, some EE totals may be combined on Line 10,000. Use the Salary Expense by PP (Summary by Employee) report instead.
N/A	Salary Expense by PP (Summary by Employee) Phase 1	To reconcile I/3 postings for Payroll costs by Pay period.
N/A	SLIP Costing by PP by Company - Phase 1	To reconcile I/3 postings for Payroll costs by Pay period.
Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	**Special Agency ad hoc Reports in Workday**	**Description**
N/A	JUD Wage and Contributions	Judicial staff will run this report for Judicial Retirement plan Administration needs
N/A	POR Wages and Contributions	Public Safety staff will run this report for Peace Officer Retirement plan Administration needs

N/A	SPOC and Sworn Officer Retiree Balance SPOC and Sworn Officer Retiree Balances less than $2000 SPOC and Sworn Officer Retiree Worksheet	Public Safety staff will run these reports. Note: DPS staff will not be able to see data for all DPS Sworn Officer retirees. For persons who are re-employed at other Depts as temp workers, because of the reemployed status, these employees have been moved to a Supervisory Org that is not Public Safety. For this reason, DPS staff won't see these workers when they run the SPOC reports. DPS staff will need to work with the Centralized Payroll team to get the missing data for these retirees.

Legacy Reports (HRIS, I/3, Date Warehouse, etc.)	New Workday Reports Without Legacy Reports	Description
N/A	All Position Restrictions Costing Allocations - Prompts by Dept	For Depts to review Costing Allocation settings, including Historical data. Sort the output by Worker or Position if needed.
N/A	All Workers Costing Allocations	For Depts to see Costing Allocations set up at the Worker level (Worker level costing should only be set up for SLIP Retirees)
N/A	Bonus and One Time Payments - Custom	To review all One Time Payment transactions by Employee that were processed for a PP, including Telework pay, Other pay Subject to Retirement, Other pay not Subject to Retirement, etc.
N/A	Central Payroll - IE File by Pay Period - Detailed Report	For Depts to see Gross and Net Pay amounts and Employer Costing details by Employee by Pay Period.
N/A	Central Payroll - IE File by Pay Period - Pay Results	For Depts to see Detailed Pay Results by Pay Period.
N/A	Employment and Wage Verifications	For HRAs to complete Verifications and Questionnaires received.
N/A	Extract Worker Organization Assignments	For Depts to see Default Org Assignment settings for all their Employees
N/A	Fiscal Year/Calendar Year to Date Payout Hours	For Depts to see year to date hours details only, for Banked Holiday Payout, Comp Time Payout and Holiday Comp Payout. Vacation and Sick Payout hours are not included on this report. Important: Because of the mid-year Go-Live date in Workday, Fiscal YTD totals on all reports will not be correct for FY 2022. This is a year 1 implementation issue only. It is recommended that Depts use the I/3 Data Warehouse to get FYTD 2022 totals from HRIS thru PP 9/3 - 9/16/21. Export the I/3 Data Warehouse report output to an Excel spreadsheet(s) as needed. Then users can run Salary Expense by PP reports in Workday for each pay period, to enter those amounts into the spreadsheets, to manually accumulate FYTD 2022 totals.
N/A	Pay Register - Rent Collections by Pay Period	
N/A	Position Organization Assignments	For Depts to see Default Org Assignment settings for all Positions
N/A	State Share Costs - Benefits only - Calendar YTD	Note: Only CYTD Amounts are shown, only for Benefits costs.
N/A	Taxable Benefit Pay Results by Pay Period (aka Update Pay/Term Files with Travel Data)	For a listing of Workers who have monthly Taxable Benefits income processed in a Pay Period.
N/A	Taxable Travel Pay Results by Pay Period	For Phase 1 only. This report shows a listing of all Taxable travel imputed income amounts that were processed in I/3 Financial.
N/A	Work Reporting Code by Worker (Including Time Off)	This report mimics the current mainframe report that is sent to Departments. For Depts to see Timesheet hours summed by Employee for a Pay Period. Depts can run prior to the 'Pay Complete' to adjust Costing Allocations prior to warrant processing. Or Depts can run after the Pay cycle is fully closed, to make back end accounting adjustments on the Financial system.
N/A	Worker Review: 100% Costing Allocations that are different than Default Org Assignments	For Depts to find potential mismatch errors on Default Org assignments settings or on Costing Allocation settings for Workers.